

STATE PERSONNEL BOARD OFFICE OF TRAINING

HUMAN RESOURCES CERTIFICATION PROGRAM

Extended Learning Activities Guidelines

HRCP EXTENDED LEARNING ACTIVITIES

What is an Extended Learning Activity?

The **Extended Learning Activity (ELA)** is an assignment that offers you the opportunity to extend your learning experience beyond the classroom by describing, in writing, how you would apply your newly gained knowledge to a specific work situation and/or problem.

To complete the ELA, you will describe a current work problem and/or situation in your work environment that needs to be solved and/or improved. You will then select one or more of the major topics we have covered in HRCP and explain how you would use the methods, ideas, techniques, approaches, and/or processes learned from the topic(s) to solve the problem and/or bring about improvements.

How many ELA's will I be required to complete?

You will complete two ELA's. The first will cover topics from Modules I and II; the second, from Modules III and IV.

Which topics can I choose from?

From Modules I and II you will have the following topics to consider:

- Competencies of the effective HR professional
- Records management for human resources
- Recruitment processes and procedures
- Interviewing and selecting
- Effective reference and background checks
- New employee orientation and on-boarding
- Monitoring the probationary employee
- Handling the problem employee

From Modules III and IV you will have the following topics to consider:

- Leave administration
- Insurance, cafeteria plan and related benefits administration
- Employee safety and health
- Assisting the separating employee
- Classification (JCQ, job descriptions, job analysis, reallocations, reclassifications)
- Compensation (VCP, salary surveys, realignment requests)

- Staffing management (position status, org charts, reorganizations)
- Budget preparation and conversion

What format should I use for typing my ELA?

Your ELA should be typed using one inch margins and size 14 font. Place your name and agency on each page, and number your pages if your ELA is more than one page. Single space your text and double space between paragraphs. Provide enough detail that the reader can understand what you are trying to convey. Use the following text format:

EXTENDED LEARNING EXERCISE MODULES I – II

Current Problem and/or Situation

Describe the problem and/or situation that currently exists and why you chose it. Do not include employee names or confidential details that should not be disclosed.

HRCP Topic(s) to be Applied

Indicate the HRCP topic (s) you applied to the problem and/or situation and why you selected it (them).

Specific Application

Explain specifically what you would do to solve the problem and/or address the situation. Describe how you would apply methods, ideas, techniques, approaches, and/or processes learned from the topic (s) to solve the problem and/ or bring about improvements.

Results/Benefits/Effectiveness

Explain why your approach will be more effective than what currently exists. Help the reader understand the results/benefits that should come from implementing your approach.

When and to whom do I submit my ELA?

Submit your ELA's via email to Laura Mullens at llmull9@aol.com. Your first ELA is due no later than two (2) weeks after you complete Module II. Your second, no later than two (2) weeks after you complete Module IV. Your ELA will be evaluated and the HRCP Coordinator will notify you of its approval within two weeks of your submitting it.

ELA's that have grammar, punctuation, spelling, and/or formatting errors will be returned for correction. ELA's which do not adequately address the content requirements of each of the four sections will also be returned for further work.

What if I have questions or need assistance?

If questions or concerns arise, contact Laura Mullens at (601) 957-3647, llmull9@aol.com. They will address your questions and/or help you think through ideas for an ELA.